



Raw Materials Technologist 5S

job description



the finer details

Which site am I based at?

HQ

Which team am I a part of?

Central Technical

Who do I report to?

Operations Technical Manager

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for a budget?

No Direct Budget

the purpose of your role

Responsible for supporting the supplier management team by ensuring all suppliers and raw materials meet our due diligence requirements, ethical and quality standards.

Building great relationships with our suppliers and having a keen eye for detail to ensure that we have all the information needed to deliver our development projects effectively and right first time. Ensuring accurate information is available on our systems for all raw materials and relevant suppliers.

Key responsibilities:

- ♥ Manage and maintain supplier raw materials specifications
- ♥ Ensure new and revised ingredients meet all legal requirements including food labelling laws
- ♥ Manage and maintain the authenticity risk register and chains of custody for raw materials
- ♥ Ensure certificates, self-audit questionnaires and other due diligence documentation is held for all suppliers
- ♥ Support NPD by overseeing the approval of new ingredients and suppliers through to kitchen stage (DSP) by checking suitability and assessing quality and food safety risks
- ♥ Set up new raw materials in Dynamics and on QMS
- ♥ Support traceability challenges at sites providing supplier, packaging and ingredient information.
- ♥ Work with the Supplier Technologists to continuously review current ways of working and look for improvements
- ♥ To support with projects across the Central Manufacturing – Technical department as required.

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qualifications & experience

Essential:

- ♥ Highly organised and logical
- ♥ Fantastic attention to detail
- ♥ Good IT, numerical and presentation skills
- ♥ Good understanding of food labelling requirements
- ♥ Experience of working in food manufacturing
- ♥ Good people and Communication skills

Desirable:

- ♥ Food safety level 3
- ♥ Allergen and micro training
- ♥ Microsoft Dynamics experience

what good looks like for this role

Quality- Level 1/2 (Developing/supporting)

Able to deliver quality performance through KPI's
Understand the rudiments of a QMS and document control
Able to measure quality standards using quality specifications
Understands the principles of quality control and quality assurance
Understands tests and verification required to manage consistent quality
Provides guidance to support the business.

Setting and Managing Standards – Level 1/2 (Developing/supporting)

Understands the requirements of a food safety management system
Understands how to measure and monitor performance against defined standards
Awareness of industry standards
Supports in providing solutions to address non-conformances.
Is able to support the business in meeting customer and industry standards.

Technical Expertise- level 1/2 (Developing/supporting)

Has basic food technology and science knowledge/knowledge of food safety and quality systems.
Has basic knowledge of food law and legal requirements
Basic Knowledge of the technical side of process and products.
Is able to provide the business with meaningful and simple reports on performance

Risk management and critical decision making – Level 1 (Developing)

Familiar with the nature of the risk associated with food manufacturing.
Able to use existing risk assessment tools to evaluate commonly occurring situations.
Knows how to validate and verify severity and likelihood of risks and follow appropriate processes.

Governance, Brand protection and Due diligence – level 1 (Developing/Supporting)

Understands the essential requirements to meet food safety and legal requirements and support due diligence relevant to their role.

Continuous Improvement – Level 1 (Applying)

A basic knowledge of product and process controls
A basic understanding of how to audit systems and processes and evaluate risks and ops.
Able to monitor, evaluate and assess key KPI's and trend to unlock opportunities to improve.

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HR use

Date of last review:

Job reference no:

Job level:

Job family:

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